DEPARTMENT OF PLANNING AND NATURAL RESOURCES
DIVISION OF ENVIRONMENTAL PROTECTION

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APPLICATION FOR PERMIT TO CONSTRUCT NEW OR UPGRADE UNDERGROUND STORAGE TANK FACILITY

Please refer to general requirements listed on page 6 of this application. An incomplete application will not be processed.

I. FACILITY / SITE INFORMATION

1. ☐ NEW ☐ UPGRADE ☐ SCHEDULED INSTALLATION DATE _____ ☐ APPLICATION FEE $500
(Must be submitted 45 days prior to installation) (Acct No. RV 4421)

PARCEL ID #:_____ FACILITY ID#: _____ (Not required if new)

BUSINESS NAME			PHONE		
PHYSICAL ADDRESS			MAILING ADDRESS		
CITY	STATE	ZIP CODE	CITY	STATE	ZIP CODE

II. PROPERTY OWNER INFORMATION

2. PROPERTY OWNER NAME		PHONE
MAILING ADDRESS		
CITY	STATE	ZIP CODE

III. TANK OWNER INFORMATION

3. TANK OWNER NAME		PHONE
MAILING ADDRESS		
CITY	STATE	ZIP CODE

4. ☐ Notification Form (EPA Form 7530-1) Attached

5. Total number of tanks to be installed_____

6. Is the UST site located in an area deemed extremely vulnerable to groundwater contamination, such as Wellhead Protection Areas?
☐ YES ☐ NO

7. Are there any public water wells or private water wells or other source of groundwater within 1000 ft. of the UST site?
☐ YES ☐ NO

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☐ **CCZP ZONING** ☐ **FIRE DEPARTMENT** ☐ **BUILDING PERMIT** ☐ **OTHER**

8. Provide the results of a 1,000 ft. survey for water supply wells in the following table.

Name of Owner of Public Water Supply Well	Distance from UST Site	Depth of Well	Status: Active or Inactive?

9. Indicate the current on-site land use and the most likely future land use.

Current On-Site Land Use			Most Likely Future On-Site Land Use	
Residential	☐		Residential	☐
Commercial	☐		Commercial	☐
Other	☐		Other	☐
Describe:			Describe:	

10. Describe the current off-site land use within 1000 ft of the UST site. State whether the area, in general, is residential, commercial, mixed residential/commercial or other:

North:		
	Northeast:	
	Northwest:	
South:		
	Southeast:	
	Southwest:	
West:		
East:		

11.

THE INSTALLATION OF ANY OF THE FOLLOWING REQUIRES SUBMITTAL OF PLANS AND SPECIFICATIONS COVERING THE APPROPRIATE ITEM(S) LISTED BELOW. THE PLANS AND SPECIFICATIONS MUST BEAR THE SEAL OR NUMBER OF A PROFESSIONAL ENGINEER REGISTERED IN THE UNITED STATES VIRGIN ISLANDS. Specifications must include the Manufacturer, Model and Version of any proposed anchorage system and/or liquid or vapor sensor leak detection equipment. PLEASE INDICATE IF ANY OF THE ITEMS BELOW APPLY AT THIS SITE.

YES ☐ NO ☐ Field Installed Cathodic Protection System will be installed.– The design of Field Installed Cathodic Protection systems must be performed by a corrosion specialist.

YES ☐ NO ☐ Groundwater Monitoring System will be installed.

YES ☐ NO ☐ Vapor Monitoring System will be installed.

YES ☐ NO ☐ UST System with Secondary Containment (pit and/or trench liner) will be installed. Plans and specifications NOT required when double wall tanks and/or piping are to be installed.

YES ☐ NO ☐ UST or UST System will be installed such that the tank(s) will be wholly or partially submerged during any time of the year. If YES, *plans and specifications are required*, UNLESS the manufacturer's standard design was submitted by a Registered Professional Engineer and pre-approved by the Department.

☐ DESIGN PLANS AND SPECIFICATIONS ATTACHED

☐ MANUFACTURER'S DESIGN
Name of tank manufacturer_____
Number of Brochure which includes standard design:_____ Date of Brochure_____

12.

TANKS LEAK DETECTION

check one of the following main items

☐ *Monthly Inventory Control and Tank Tightness Testing (0.1 gph)* every 5 years for only 10 years after installing a new tank system; and

☐ Observation well to be installed to determine groundwater elevation during tank tightness test.

☐ *Monthly Inventory Control and Automatic Tank Gauging (0.2 gph)*
Manufacturer_____Model_____Version_____Probe Model_____

☐ *Continuous Automatic Tank Gauging (0.2 gph)*
Manufacturer_____Model_____Version_____Probe Model_____

☐ *Monthly Vapor Monitoring (Plans and specifications are required*)

☐ *Monthly Groundwater Monitoring (Plans and specifications are required)*

☐ *Monthly Statistical Inventory Reconciliation (SIR) (0.2 gph)*
SIR Vendor_____Version_____

☐ *Weekly Manual Tank Gauging* for tanks 550 gallons or less

☐ *Weekly Manual Tank Gauging* for 551 gallon tanks through 2000 gallon tanks and *Tank Tightness Testing (0.2 gph)* every 5 years for only 10 years after installing a new tank system; and

☐ Observation well to be installed to determine groundwater elevation during tank tightness test.

☐ *Monthly Interstitial Monitoring*
Describe Method of Interstitial Monitoring_____
_____

Manufacture _____Model_____

PIPING LEAK DETECTION

PRESSURIZED

Check one from ***EACH*** of the following two groups

Group I. Check one of the following:

☐ *Automatic Flow Restrictor (3.0 gph)*
Manufacturer_____Model_____

☐ *Automatic Shutoff Device (3.0 gph)*
Manufacturer_____Model_____

☐ *Continuous Alarm System (3.0 gph)*
Manufacturer_____Model_____

Group II. Check one of the following:

☐ *Annual Line Testing (0.2 gph)*

☐ *Monthly Automatic Electronic Line Leak Detector Testing (0.2 gph)* Monthly records must be kept.
Manufacturer_____Model_____

☐ *Monthly Vapor Monitoring (Plans and specifications are required)*

☐ *Monthly Groundwater Monitoring (Plans and specifications are required)*

☐ *Monthly Statistical Inventory Reconciliation (SIR) (0.2 gph)*
SIR Vendor_____Version_____

☐ *Monthly Interstitial Monitoring*
Describe Method of Interstitial Monitoring_____
_____

Manufacturer_____Model_____

SUCTION

check one of the following items

☐ *No Requirements* Only an option when piping slopes towards tank, there is only one check valve in each line and the check valve is located directly below pump. The check valve must be visible for inspection.

☐ *Line Testing (0.2 gph)* every 3 years

☐ *Monthly Vapor Monitoring (Plans and specifications are required)*

☐ *Monthly Groundwater Monitoring (Plans and specifications are required)*

☐ *Monthly Statistical Inventory Reconciliation (SIR) (0.2 gph)*
SIR Vendor_____Version_____

☐ *Monthly Interstitial Monitoring*
Describe Method of Interstitial Monitoring_____
_____

Manufacturer_____Model_____

GRAVITY FEED

☐ *No Requirements*

CORROSION PROTECTION

ALL CATHODIC PROTECTION SYSTEMS MUST HAVE A LOCATION FOR TESTING OF SYSTEM

TANKS

check one of the following

☐ *Coated & Factory Cathodically Protected Steel*
Manufacturer_____

☐ *Fiberglass*
Manufacturer_____

☐ *Steel Tank Clad with Fiberglass*
Manufacturer_____

☐ *Steel Tank Clad with Polyurethane in accordance with Steel Tank Institute (STI) ACT-100-U or equivalent standard*
Manufacturer_____

☐ *Other* (Please specify)_____
Manufacturer_____

PIPING

check one of the following

☐ Field Installed Cathodic Protection (Plans and specifications are required)

☐ Fiberglass
Manufacturer_____

☐ Steel with Secondary Containment which provides an air filled annular space

☐ Flexible Underground Piping
Manufacturer_____Model_____

TYPE OF CONNECTOR TO BE USED Check one of the following

☐ Flexible Connector
Manufacturer_____Model_____

☐ Flexible Underground Piping
Manufacturer_____Model_____

☐ Other (Please specify)_____

CORROSION PROTECTION FOR CONNECTOR Check one of the following

☐ Factory Cathodically Protected Steel

☐ Coated & Field Installed Cathodic Protection System (Plans and specifications are required)

☐ Connector Isolation Jacket which provides an air filled annular space

☐ Containment Sump

☐ Nonmetallic

SPILL PREVENTION

☐ Catchment Basin ☐ Other (Specify)_____

OVERFILL PREVENTION

check one of the following

☐ Automatic Shutoff Device

☐ Audible Overfill Alarm

☐ Ball Float Vent Valve

13. CERTIFICATION:

It is unlawful for any individual to design, install, retrofit, repair, maintain, conduct any type of tank testing or analysis without a certification from DPNR.

☐ Certified System Installer

Name:_____

Address:_____

14. ATTACH (3) COPIES OF PLANS SHOWING THE FOLLOWING:

1). Location of all existing and proposed structures (generator, boiler, etc.)
2). Location of all existing and underground storage tanks and piping (indicate if tanks are to be closed or replaced).
3). Location of all proposed tanks and piping
4). Cross section of tank and piping system (s). This drawing must show secondary containment of tank(s) and piping, spill/overfill prevention devices, leak detection equipment with the correct number of sensing probes and extension of all pipes and ancillary equipment to finish grade. All surfaces of the tank must be visible for direct viewing, including the secondary containment of tank and piping, and leak detection equipment.
5). Location of underground utility vaults and lines.
6). Site plan showing site address, main roadways and property lines (SCALE AND NORTH ARROW MUST BE USED).

15. REQUIRED INSPECTIONS - NEW UNDERGROUND STORAGE TANK INSTALLATIONS
(*EACH NEW TANK INSTALLATION MUST BE INSPECTED BY THE DIVISION OF ENVIRONMENTAL PROTECTION (DEP) –UNDERGROUND STORAGE TANK PROGRAM. A MINIMUM OF TWO INSPECTIONS IS REQUIRED)*

1. FIRST INSPECTION: CERTIFICATION AND PRESSURE TEST INSPECTION
- Pressure test of entire primary system (tank, product, vent, vapor, fill).

2. SECOND INSPECTION: MONITORING EQUIPMENT AND INTEGRITY TEST VERIFICATION
- Performance check of the monitoring system. Tank manufacturer's certification, DEP Certification of Tank System installation, Certification of Monitoring Equipment, Integrity Test Report, and Monitoring and Response Plans must be submitted to the inspector at the time of inspection. **All documents must be submitted before final operating permit will be issued.**

Note: Failure to meet any of the conditions of the permit may result in a re-inspection and re-inspection fee.

16. DECLARATION

I declare that to the best of my knowledge and belief the statements and information provided are correct and true. I understand that information, in addition to that provided above, will be needed in order to obtain a permit from the Department of Planning and Natural Resources–Division of Environmental Protection (DPNR-DEP), and that no work is to begin on this project until the permit is issued.

I understand that any changes in design, materials, or equipment will void my permit to construct if prior approval is not obtained.

I further understand, that a permit to operate the underground storage tank(s) will not be issued until the DPNR-DEP inspector approves all conditions of the permit. I understand that site and worker safety are solely the responsibility of the property owner or his agent and that this responsibility is not shared or assumed by the Department of Planning and Natural Resources.

_____

SIGNATURE & TITLE

_____

PRINT NAME

TELEPHONE _____ DATE _____

General Requirements
Application for Permit to Construct
New or Upgrade UST Facility

A. Site Survey

- Prior to the installation of any underground storage tank system, a site survey must be initiated by the facility owner/operator. The pre-installation site survey must be conducted to determine the locations of nearby buildings, underground utilities, and sewer lines.
- The location of private/public drinking water wells, guts, wetlands, ponds and other environmentally sensitive locations must be recorded and taken into account in the design of the UST system facility.

B. Facility Plan

- Owners/operators must submit a plan of the tank facility to the Department of Planning and Natural Resources – Division of Environmental Protection (DPNR-DEP) at least 45 days before installation. New tank installation approvals are valid for one year from the date of the approval. If work is to begin after that time, the application must be resubmitted. The scale of the plan must be 1 inch: 10 feet or less.
- The site plan must include the installation location, streets, roads, other properties bordering the construction site, and the results from sections A and B.
- The plan(s) must include the following information:
  - Size and location of tanks, including tank dimensions, empty tank weight, tank manufacturer, and tank type
  - Piping dimensions and layout
  - Dimensions and locations of vents, monitoring wells, gauges, and monitoring devices
  - Type of product to be stored in each tank
  - Location of dispensers
  - Location of overfill devices, spill prevention system, and monitoring devices, including dimensions of spill containment manholes and
  - dispenser and piping pumps, when applicable
  - Materials of construction for tank(s) and lines, including associated appurtenances, manufacturer, model numbers, and any manufacturer's catalog information requested by the Department
  - Location of and access to such components as check valves, antisiphon valves (for heating-oil tanks), mechanical line-leak detectors and
  - flexible connectors
  - Location of cathodic-protection components and test stations
  - Location of utilities (aboveground and underground)
  - Location of electrical service components
  - Details of hold-down pads or anchoring including cover pads, dead men, and anchoring methods, depth of cover, all dimensions, vulnerability to vehicular traffic, and electrical isolation methods associated with the anchoring system, if applicable
  - Location of nearby private/public drinking water wells and surface water bodies
  - Survey results from section A above

C. Anchoring of Tanks

- Provide support and anchorage for all new installations to avoid flotation. Any of the following anchoring methods can be used to meet this requirement and must be completed in accordance with the Petroleum Equipment Institute Recommended Practice RPl00:
  - Reinforced concrete deadmen anchors
  - Bottom hold-down pad consisting of 8 inches of reinforced concrete that extends 18 inches beyond tank sides and 12 inches beyond each end
  - Reinforced concrete slab over tank
- Electrically isolate and cathodically protect all exposed metallic components of hold-down systems; provide an adequate bed of backfill between the tank and concrete.

D. Piping

- Design the piping layout to minimize crossed lines and interference with conduit and other tank system components. If crossing of lines is unavoidable, provide adequate clearance to prevent contact. Slope all product, vent, and vapor piping back to the tank with a minimum slope of 1/8 inch per foot.
- Accurately cut and deburr pipe joints to provide liquid-tight seals.
- When rigid piping is used flex connector(s) must be installed at the tank end of each product line, vent line, and vapor recovery line and at the base of each dispenser and vent riser on all new installations.
- All underground metal pipe/fittings, flexible connectors, joints, and pipes must be coated or wrapped and must have cathodic protection or be isolated by containment boots when appropriate.

E. Backfill Material

- Backfill material must consist of sand, crushed rock, or pea gravel. The material must be clean, washed, inert, free flowing, homogeneous, well granulated, non-corrosive, and free of debris, rock, or organic material. Particle length must be no more than 1/8 to 3/4 inch in size and must comply with the manufacturer's specifications. Mixing of backfill with native soil and/or foreign objects is prohibited.